

# Vacation Safety

## Before You Go...

- Prepare an accurate, thorough inventory of all personal property. **Store records off-site.**
- **Collect house keys from outside "hiding" places.** Leave a house key with a trustee, friend or neighbor. Leave the name of the property insurance agent with the trustee.
- Give the trustee your away phone number in case of an emergency.
- Ask the trustee to use your garbage can, put it out on pick-up day, and put it away. Ensure that your mail and newspapers are picked up. Have the lawn mowed.
- Ask the trustee/neighbor to **be alert** for suspicious people or vehicles.
- Put house or business lights and radio on **24 hour timers**. Overlap timers: living area lights/radio turn off one hour before bedroom lights.
- **Trim shrubbery** below window level.
- **Lock or bolt** windows, doors, and outside sliding doors.
- Close all interior doors (to stop spread of fire and smoke).
- Check fire/smoke alarm wiring and/or batteries.
- Check exposed wiring, cords and extension cords for fraying.
- Shut off water heater circuit breaker. **Turn off water supply** to water heater, water, and dishwasher.
- Unplug appliances with thermostats. Hide them from view. Turn home heating thermostat(s) down.
- **Store valuables** in safe deposit box. Engrave driver's license number on markable valuables. Stow away guns, silver, china, etc.
- Put drapes and blinds in a daytime position.
- Remove combustibles stored against the side of home or business.
- **Install deadbolt locks on doors.**
- Leave a car in the driveway.
- **Activate burglar alarms, if you have on,** and remember to give your trustee the code.



# Driving Tips

## Use your Safety Belt

In most countries, safety belt use is required by law. Because your car is equipped with an air bag does not mean you can get by without wearing your safety belt. Air bags are only a supplement to safety belts. A properly adjusted safety belt has the lap belt positioned low and tight across the hips, not the stomach. If the safety belt includes a shoulder belt, it should be placed over the shoulder, not under the arm or behind the occupant. A lap belt and shoulder belt, properly used, will minimize most injuries due to a crash.

The safest place for children in a car is the back seat and with safety belts properly used. Most countries require children to be seat in the rear in an appropriate restraint system. (Please check with your installation safety for more information about occupant restraint requirements.)

## Vehicle Care

Defensive driving starts with vehicle maintenance. The following items should be checked regularly:

- Brakes and brake fluid
- Belts (fan, alternator and A/C)
- Tires and tire pressure
- Engine fluids (motor oil, transmission fluid, coolant)
- Lights
- Wiper blades
- Windshield and window cleanliness

The inside of the car should be well maintained, too. All items should be secured during the trip so they don't become a projectile during a sudden maneuver.

## Plan Your Route

Before leaving on your trip, know the route you are going to take. Keep a current map in the car for reference. If you have to refer to a map, pull off the road to a safe area, such as a rest stop or parking lot. If lost, ask for directions. Most important, if you are lost, stay in control of your emotions.



## Cell Phones

Car phones are very popular and many people now own one. Research indicates that the improper use of car phones is a safety hazard. Some research indicates a driver's reaction time is slowed by three to four times while using a car phone. The best and safest situation is to be stopped when using the phone. Note: In most European countries, it is illegal to use a hand-held phone while driving.

If you are planning on purchasing a phone for your trip, consider the type of phone and its ease of operation. The best type of phone would include a hands-free, speakerphone option. This type of phone allows you to keep both hands on the steering wheel at all times. The phone should also allow for speed dialing of frequently used phone numbers.

Voice mail is a good option to ask for on your phone for receiving phone calls. It is important to remember that driving safely is your main priority.

## **Driver Conditions**

Being sleepy is dangerous when you are behind the wheel. Sleepiness slows reaction time, decreases awareness and impairs judgment. The following are some danger signs for drowsy drivers:

- Your eyes close or go out of focus by themselves.
- You have trouble keeping your head up.
- You can't stop yawning.
- You have wandering, disconnected thoughts.
- You don't remember driving the last few miles.
- You missed your exit.
- You keep driving out of your lane.
- Your speed becomes variable.

### **Tips for staying awake:**

- Get rest and don't start a trip late in the day.
- If possible, don't drive alone.
- Avoid driving at night.
- Adjust your vehicle's environment to stay alert.
- Watch your posture.
- Take frequent breaks and exercise.
- Stop for light meals and snacks.
- Don't allow your eyes to become fatigued and hypnotized. Wear sunglasses to fight glare.
- Break the monotony.
- If all else fails, pull over to a safe area and sleep.

## **Safe Following Distance**

One way to practice safe driving is to allow space between you and the other vehicles. One of the best ways to accomplish this is by the two-second following rule.

- When the vehicle ahead of you passes a fixed object, start counting. Count "one thousand and one, one thousand and two." If you have reached the fixed object before "two," you are following too closely. If this is the case, slow down to create the two-second space.
- In poor driving conditions, add one more second for each weather condition encountered. For example, rain and fog would add two more seconds to your following time. If you live in a large metropolitan area, you may think this is not possible. A study of salespeople driving from Philadelphia to New York City, a 100 mile trip, showed using the two-second following rule added a total of two minutes to the drive time. If a three-second following rule is used, accident avoidance is increased by 70 percent over the two-second following rule.

## **Approaching Intersections**

Most accidents occur at intersections, and within two to three seconds after the light changes. Follow these tips to avoid many intersection accidents:

- As you approach any uncontrolled intersection, never assume the other driver is going to yield. Cover your brake with your right foot and prepare to stop.
- If you are approaching an intersection where the light has been green for a while, cover your brake and prepare to stop.
- If you are stopped at an intersection with a traffic light and it turns green, wait. Make sure the traffic has stopped. Never assume. Look left, right and back left before proceeding through the intersection.
- Always look for pedestrians at intersections.

## Braking Distance

Simply put, you cannot stop on a dime! Braking distance is a factor of three components - perception time, reaction time and braking distance. In ideal circumstances, perception time is about one second and reaction time is three-fourths of a second. If you are tired, under the influence of drugs or alcohol or distracted (i.e., using a car phone), these times will increase.

According to the theory of kinetic energy, a body at rest tends to stay at rest, and a body in motion tends to stay in motion. If you double your speed, the vehicle braking distance quadruples; and this is in ideal conditions!

## Control Factor

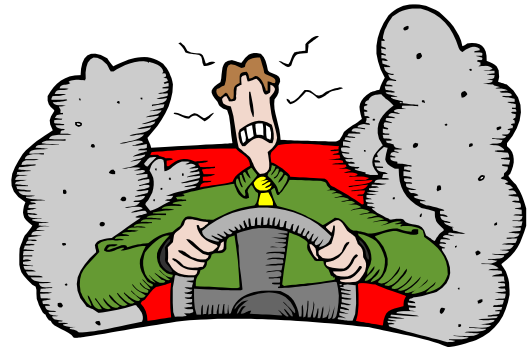
Everyday you get behind the wheel, there are factors that are under your control and others that are not under your control.

### Some factors not in your control include:

- Weather
- The other driver
- Friction
- Energy of motion
- Force of impact

### Factors you can control include:

- Emotions - good and bad
- Vehicle condition
- Vehicle speed
- Position in traffic and space around vehicle
- Concentration on the driving task



Be aware of the factors that you cannot control and concentrate on those that you can.

## Safe driving tips

Driving "defensively" just doesn't seem to cut it anymore. There are some measures you can take to ensure your safety. There's a lot to avoid out there, but you can steer clear of trouble by just relaxing and taking things easy.

This is meant mostly for autobahn stalls, the most challenging and frustrating form of traffic. What you'll find is that the majority of other drivers out there are "brakers" - people who speed up to slowing traffic and have to hit their brakes.

A good way to ease traffic, both for yourself and other drivers, is to put a large gap in between your car and the one in front of you. It's a pretty basic rule of driving, but it's often forgotten among all of our high performance vehicles, cell phones, SUVs and hectic lifestyle. However, it's the one thing that can prevent an accident as effectively as anything else. The recommended space might be one car length per 10 miles-an-hour. It's better to have at least double that, especially if you're traveling at 60 mph or faster. Just imagine the car in front of you stopping instantly, as if it hit a brick wall. Would you collide into it, or would you be able to stop in time?

The biggest problem that arises from leaving a good-sized gap is other drivers riding too close behind you. Don't worry about them. Try to be courteous and get out of the fast lane if you're not keeping up. If you are and you simply have a long gap in front of you, let the other driver stress out and try to get around. It's just another braker wanting to hurry up and wait.

This brings up another point of good driving. If ever there is a conflict developing with another driver, let it go. Don't gesture back. Don't race or swerve or suddenly hit your brakes. It's not worth risking lives over a little road rage.

You'll find if you relax, leave a big gap in front of your car and plan your maneuvers, you'll enjoy the smooth ride. You can often find "cushion zones" in the herds of cars flying down the freeway. If you keep your speed right -- not too slow and not too fast -- you can ride in these zones and have all three, four or six lanes to yourself. This is especially true for long road trips on the interstate.

When traffic is stop and go, try to get a large gap in front again and go slowly. By pacing yourself, you can roll through the stop-an-go pattern by just going slow. It can be much less aggravating. It also helps ease traffic as the cars behind you are not seeing brake lights or hitting their brakes as much. It's also easier on your car and the environment.

Just remember that there are real people in the other cars, even though they might just seem like obstacles. By relaxing and respecting the rules of the road and not rushing yourself, the ride is much more enjoyable, no matter where you're going.

## Hotel and Motel Fire Safety

### When You Arrive

- Locate the nearest exits and make sure they open properly.
- Locate the nearest fire alarm pull station.
- Ask for all fire emergency information and read thoroughly.
- Learn how to find and unlock your door in the dark.



### During an Alarm

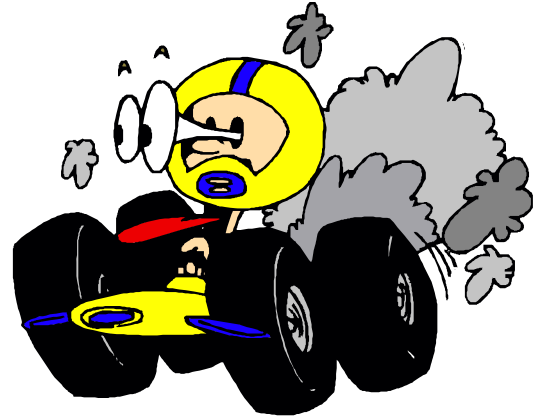
- Remain calm, alert family/friends, and get your room key.
- Crawl low and go to the door. Feel the door. If hot, don't open. Stay in your room and call the hotel operator to inform them you are in your room.
- If the door is not hot and you feel conditions in the hallway are safe, go to the nearest exit and proceed to the first floor and exit the building (making sure to close all doors behind you).
- Never use the elevators for emergency exiting - use the stairs.



# Drive Defensively!

**A**ccording to the National Safety Council, more than 41,000 people lose their lives in motor vehicle crashes each year. Two million more suffer disabling injuries. The triple threat of high speeds, impaired or careless driving and not using occupant restraints endangers even the most skilled and careful drivers.







Driving defensively means not only taking responsibility for yourself and your actions but also keeping an eye on "the other guy." The National Safety Council suggests the following guidelines to help reduce your risks on the road:



- ☞ Don't start the engine without securing each passenger in the car, including children and pets. Safety belts save thousands of lives each year!
- ☞ Remember that driving too fast or too slow can increase the likelihood of collisions.
- ☞ Don't kid yourself. If you plan to drink, designate a driver who will not drink. Alcohol is a factor in almost half of all fatal motor vehicle accidents.
- ☞ Be alert! If you notice that a car is straddling the center line, weaving, making wide turns, stopping abruptly or responding slowly to traffic signals, the driver may be impaired.
- ☞ Avoid an impaired driver by turning right at the nearest corner or exiting at the nearest exit. If it appears that an oncoming car is crossing into your lane, pull over to the roadside, sound the horn and flash your lights.
- ☞ Notify the police immediately after seeing a motorist who is driving suspiciously.
- ☞ Follow the rules of the road. Don't contest the "right of way" or try to race another car during a merge. Be respectful of other motorists.
- ☞ While driving, be cautious, aware and responsible.

## TRAVEL SAFETY

**Y**ou may be one of the many people who travel our nation's roadways to see family members or friends this summer. When you travel, follow these safe-driving tips:

-  Preplan your trip, including scheduled rest stops and quiet activities that small children can do in the car
-  Leave your itinerary with a trusted neighbor or friend so that someone knows where you are
-  Don't overload your car or obstruct your view with suitcases and packages. Consider mailing packages to your destination ahead of time.
-  Avoid eating a heavy meal before leaving for your trip. An empty stomach will help keep you from feeling tired or sleepy while driving.
-  Get a good night's sleep before starting on the road.
-  Follow other vehicles—especially trucks—at a safe distance. Remember if you can't see a trucker's mirrors, they can't see you



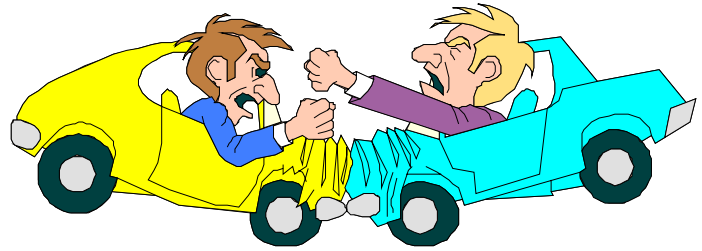
By following this advice, it could help ensure you have a safe and fun summer with family and friends.



## TIPS FOR DEALING WITH AGGRESSIVE DRIVERS

- First and foremost make every attempt to get out of their way.

- Put your pride in the back seat. Do not challenge them by speeding up or attempting to hold-your-own in your travel lane.



- Wear your seat belt. It will hold you in your seat and behind the wheel in case you need to make an abrupt driving maneuver and it will protect you in a crash.

- Avoid eye contact.

- Ignore gestures and refuse to return them.

- Report aggressive drivers to the appropriate authorities by providing a vehicle description, license number, location, and if possible, direction of travel.

- If you have a "Cell" phone, and can do it safely, call the police -- many have special numbers (e.g. 9-1-1 or #77).

- If an aggressive driver is involved in a crash farther down the road, stop a safe distance from the crash scene, wait for the police to arrive and report the driving behavior that you witnessed.

Avoid the challenges or confrontations of an aggressive driver and support law enforcement's efforts to rid the streets and highways of this menace.